

TITLE: *Voice Instructor*
REPORTS TO: *Director of Education*
STATUS: *Non-Exempt, 4-12 hours/week*
REQUIRED DAYS: *Monday and Sunday*

ABOUT BLOOMINGDALE SCHOOL OF MUSIC

Bloomingdale School of Music's (BSM) mission is to provide access to high-quality music education for all its students, regardless of background. Roughly 800 students of all ages participate in group classes, private lessons, and performances each week. Bloomingdale maintains an unwavering commitment to providing support for individuals from underserved communities, not only to prepare talented students for more advanced musical study, but also to open doors to the musically curious who may otherwise be financially prohibited from taking up an instrument. More information may be found at the school's website www.bsmny.org.

ABOUT THE POSITION

Bloomingdale School of Music is seeking candidates for the position of Voice Instructor. The ideal candidate has a strong dedication to teaching, and has taught students of different ages and levels. The successful candidate should be energetic, organized, have excellent communication skills, and have a good sense of humor. The ability to work effectively with students, parents, staff, and other faculty members is a must.

CORE RESPONSIBILITIES

- Teaching
 - Prepare for lessons and classes prior to teaching day
 - Teach students at beginner, intermediate and advanced levels in a one-on-one setting
 - Work with students to form and meet semester goals
 - Prepare students for performances throughout the semester (such as Sharing Hours) and an end of semester performance
 - Teach beginner group classes of students ages 7 - 10 and/or adult learners
 - Recruiting for and leading a youth choir
 - Work with the Director of Education to outline 17-week curriculums for group classes
 - Availability to teach a minimum of four hours a week and maintain a consistent schedule that enables him/her/them to be present throughout the year for community concerts and events
- Communication
 - Correspond with Bloomingdale Programming and Registration teams regularly via email, phone and in person
 - Send regular updates to school aged students' families with progress notes, at-home assignments and any other important information necessary to foster a positive learning environment
 - Submit attendance in a timely manner using Bloomingdale's ASAP Attendance System
 - Respond to Registration requests regarding trial lessons and student inquiries in a timely fashion
 - Work with the Marketing team to assure the correct information is on the website for classes, ensembles and other programs you are involved in
- Ambassador
 - Engage in community events and performances on-site and off-site as available
 - Recruit new students when possible to Bloomingdale - both for your own studio and department and the other departments
 - Encourage outside students to engage with Bloomingdale's free events, sign up for ancillary classes such as ensembles and theory, and participate in special programming
 - Support Bloomingdale students to serve as ambassadors for the school through outside performance opportunities, in house fundraising events and through attending concerts regularly

SKILLS and QUALIFICATIONS

- Advanced Study in Music and/or Music Education, or equivalent life and work experience
- Experience teaching private lessons, group classes and leading ensembles. Evidence of methodological innovation and creative teaching strategies is highly desirable.
- Excellent administrative skills – highly organized, ability to multitask, and knowledge of most Office products – word, excel, Google Docs.
- Self-starter who can both follow instructions and think through solutions/problem solve.
- Good communication skills – timely responder, can keep administration informed of changes in the moment and stays in touch with students and their families
- Adaptable – this position will need someone who is eager to learn and adjust to the needs at hand, which could change from week to week, sometimes day to day.
- A positive and optimistic sensibility, with the ability to relate to and get along with a very diverse group of people.
- Hiring preference will be given to a candidate who demonstrates an understanding of our mission and who is enthusiastic about working closely with students of all levels.

SALARY

- Pay is competitive with other New York City community music schools and is based on past teaching experience and education.
- Benefits include paid faculty concerts, professional development opportunities, tax-exempt Metrocards, and access to rehearsal space.

Application and Hiring Process

- Interested applicants should submit their application by visiting: [Bloomingdale Faculty Application](#)
 - Cover Letter: Please respond to the following prompt: How do you approach creating a supportive learning environment that supports the needs of students from varying backgrounds (academic, socio-economic and cultural)?
 - Resume: Please include a complete resume, not a CV
- Cover letters and resumes are reviewed as they come in until a strong candidate is found.
- Only those being considered will be contacted by email/phone for an initial interview.
- Second round candidates will be invited for an in-person panel interview, demo lesson and short performance sample.
- **Applications will be accepted until a position has been filled.**

Bloomingdale School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.